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DSS
Strong Families - South Dakota's Foundation and Our Future

This checklist should be used as a general guide to assist with the revalidation process; it is not all-inclusive. Your particular situation may require additional steps as necessary for your organization. Be sure to contact the **Provider Revalidation Hotline at 866-718-0084** if you have any questions or need additional assistance.

PROVIDER REVALIDATION CHECKLIST – TRIBAL

All Steps require that you confirm and/or update content for each item as indicated.

☐	Step 1: Basic Information	Required
☐	Step 2: Locations	Required
☐	Step 3: Specializations	Required
☐	Step 4: License and Certifications	Optional
☐	Step 5: Identifiers	Optional
☐	Step 6: Indicators	Optional
☐	Step 7: Malpractice Insurance Information	Optional
☐	Step 8: Federal Tax Details	Required
☐	Step 9: Claim Submission Method	Required
☐	Step 10: EDI Billing Software Details	Optional
☐	Step 11: EDI Submitter Details	Optional
☐	Step 12: EDI Contact Information	Optional
☐	Step 13: Servicing Provider Information	Required
☐	Step 14: Payment Details	Required
☐	Step 15: Tribal Health Services Details	Required
☐	Step 16: View/Upload Attachments	Not Available*
☐	Step 17: Submit Modification for Review	Required
☐	Complete and send the applicable supporting documentation as indicated on the Revalidation website. This includes ownership and managing employee information reflected on the Supplemental Disclosure document.	

Checklist notes:

*The upload option indicated in the system is not available. Documents will need to be emailed, faxed, or mailed to our office.
*End dates other than malpractice insurance and licenses should reflect '12/31/2999' to indicate 'ongoing'.

Step 1 - FEIN changes would require a new enrollment and an email to SDMEDXGeneral@state.sd.us to identify the current NPI and FEIN, along with a reason for the change. State action is required prior to the start of a new application. Confirm/Update legal and DBA names. Confirm/Update enrollment contact email address.

Step 2 – The Provider Enrollment Contact is the person that must request any password resets or credentials through SDMEDXSecurity@state.sd.us. Contact information must be updated under each location. Update addresses by typing over existing addresses. The system will end date the old address behind the scenes. All servicing locations must be a street address. Make sure you click "validate" and save on each address to progress through to the location step.

Step 4 - Update existing licenses/certifications. If additional specialization was added (Step 3), use the "required credentials" button in the upper left hand corner to determine what license/certification is required.

Step 9 – Ensure that Claim Submission Method captures if and how you are able to submit claims. This step has changed so please note the following:

- **Direct data entry** – Historically this has meant paper and pharmacy point of sale. If a provider desires to receive paper remits, this step should be selected. If a provider desires to only receive electronic remits through an 835 transaction, it should be left blank. Population of both direct data entry and another claims mechanism with 835s noted as "yes" will result in paper and electronic remits. All providers are able to send in paper claims regardless of whether direct data entry is selected.
- **Web Batch** – The provider is able to send in final electronic transactions and/or receive electronic transactions themselves via web batch.
- **Billing Agent/Clearinghouse** – A third party is authorized to send in final electronic transactions and/or receives electronic transactions from SD Medicaid. Any entity you use must be listed on your record and clearly indicate which transactions they are authorized to participate in. The EDI Submitter Details step must indicate which specific transactions the entity is authorized to send and/or receive. If you don't know the seven-digit SD MEDX for your vendor you must outreach them directly to obtain it.
- **FTP Secured Batch** – The provider is able to send in final electronic transactions and/or receive electronic transactions themselves via FTP secured batch. The specific transactions that are handled must be listed under the EDI Contact Information step. **835/277U** – You should denote 277U as "Yes" whenever you have 835 listed as "Yes." It is the intent of SD Medicaid to send 277U to the entity's capable of receiving 835s

Step 13 – Confirm that any individual listed under this Step reflects individuals who are eligible to enroll and are appropriately associated with you.

- You must denote which location(s) and corresponding dates an individual was with your organization by clicking on the SDMEDX ID of that individual. An individual who is no longer with your organization must have at least one location populated as a "yes" along with their appropriate begin and end date.
- You must also click on the name of each individual listed. This takes you to their individual enrollment record. See Revalidation Checklist for Servicing Individuals.
- Ensure individual provider's information (address and specialization) is current on NPPES (National Plan and Provider Enumeration System).

Step 14 – Confirm/Update payment details with the appropriate financial institution, routing number for ACH payments, account number, and account type.

Step 16 – Do not attempt to upload your documents through the Revalidation system. This option is not available. You will need to email, fax, or mail your documentation to our office.

Step 17 – Click on "Submit Modification for State Review" in the last Step, and then click on the "Submit" button to complete your revalidation. You can track the status of revalidation activities by logging into your online enrollment record. You will be given "read only" access until the updates made by you have been reviewed and approved by the Department of Medical Services.